

TO: One-Stop Program Directors and Managers

FROM: Betsy Bedwell, Deputy Commissioner
Field Operations

DATE: January 28, 2003

SUBJ: DWD Communication #2002-08
PY'01 Wagner-Peyser Incentive Awards and Access Procedures

RE: Wagner-Peyser 7B Funding

Purpose:

The purpose of this communication is to announce Wagner-Peyser incentive awards to state merit staff in workforce service areas (WSAs) for PY'01 WSA performance, and to establish procedures for accessing these awards.

Rescissions:

None.

Background:

Incentive dollars are available this program year for state merit staff in WSAs who met or exceeded Wagner-Peyser performance standards set forth last program year.

Content:

DWD Communication #2001-01, "PY'01 Local Performance Levels and Incentive Awards Policy," dated July 2, 2001, described the state's strategy for distributing incentive funds using WIA and Wagner-Peyser incentive funds. In that policy, half of the Wagner-Peyser 7b incentive funds were earmarked for rewarding success on meeting Wagner-Peyser goals, while the other half was earmarked for rewarding success on meeting Indiana's one-stop system measures. This communication deals with the first half of these awards, which totals \$20,000.

DWD Communication #2001-03, "Wagner-Peyser Performance Measures and Incentive Awards," dated July 13, 2001, provided the foundation for specifically evaluating Wagner-Peyser success in PY'01. In that policy, the following distribution strategy was announced:

...half of the amount to be distributed will be equally divided among WSAs who meet all five PY'01 Wagner-Peyser satisfaction, usage and service performance goals.

The remaining half will be distributed to those who have not only met all five standards, but also exceeded one or more of their three usage and service standards by 5% (the estimated target for the ensuing year's performance). This share of the award will be equally distributed based upon the number of standards exceeded.

Eight WSAs met all the goals established for their area. They are identified in the attached tables. As the purpose of the incentive awards is to reward field staff for accomplishing/exceeding goals, the incentive award dollars will be directed toward morale-linked projects which are reasonable and necessary for operation of programs.

Below are examples of how the incentive awards may be used:

- o procurement of training such as contracting for computer courses for staff,
- o purchase of certain types of appropriate decorations for the office,
- o addition of hourly staff during periods of peak activity and for major projects,
- o attendance of staff at work-related conferences, and
- o addition of automated equipment.

This list is **not** all inclusive and managers and program directors are to consult with staff to determine use of the awards that best meets their needs and those of the customers.

Examples of how the awards may **not** be used are:

- o rent or leases that will be a continuing obligation,
- o bonuses or other payment to staff (payment or payment in kind),
- o awards banquets, parties, etc., or
- o salaries of permanent employees.

Managers and program directors will prepare a plan to spend the award. For each item in the plan include the following:

- o a description,
- o justification, and
- o approximate cost of each item.

A portion of the funds may be reserved in the plans for contingent spending such as money to hire hourly employees for a recruiting project.

Submit the completed plan to Carol Baker, Director of Implementation, for review and approval. Once the plan is approved, the items included can be procured using regular DWD procurement procedures. The normal state purchasing restrictions apply.

Effective Date:

Immediately.

Ending Date:

This award will be available for use through June 30, 2003.

Action:

Follow the procedures outlined in this communication. Submit the plan to Carol Baker, Director of Field Operations, by March 14, 2003.

If you have any questions about appropriate expenditures of incentive awards, contact Carol Baker at 317/232-4259. If you have any questions about procurement, contact Judy Fair at 317/232-7471.

Attachments

cc: WIB Chairs
WIB Directors

Final PY'01 Wagner-Peyser Performance

WSA		EMPLOYERS SERVED				JOB ORDERS				SECURED EMPLOYMENT				HI CITIZEN SATISFACTION		HI EMPLOYER SATISFACTION	
		Actual	Target	Met	+5%	Actual	Target	Met	+5%	Actual	Target	Met	+5%	Actual	Met	Actual	Met
Northwest	1	934	1011	N	N	2556	2184	Y	Y	5575	2669	Y	Y	55.9	Y	68.7	Y
CWI	2	665	709	N	N	1513	1531	N	N	4208	1871	Y	Y	53.7	Y	70.7	Y
Northern	3	885	840	Y	Y	2128	1814	Y	Y	7370	2217	Y	Y	45.6	N	61.4	Y
Northeast	5	1479	1189	Y	Y	3486	2571	Y	Y	8857	3143	Y	Y	60.3	Y	65.8	Y
Tecumseh Area	6	713	678	Y	Y	1570	1464	Y	Y	3151	1789	Y	Y	56.8	Y	68.1	Y
North Central	7	589	569	Y	N	1422	1228	Y	Y	2621	1501	Y	Y	57.1	Y	73.8	Y
Madison/Grant	8	510	570	N	N	1232	1231	Y	N	5269	1504	Y	Y	50.0	Y	70.6	Y
East Central	9	630	676	N	N	1717	1459	Y	Y	4741	1784	Y	Y	57.1	Y	73.0	Y
Western	10	495	469	Y	Y	1144	1014	Y	Y	3708	1239	Y	Y	63.5	Y	63.5	Y
Circle Seven	11	570	559	Y	N	1533	1208	Y	Y	2811	1476	Y	Y	50.8	Y	63.3	Y
Marion County	12	1046	1575	N	N	3562	3401	Y	N	11396	4159	Y	Y	55.2	Y	60.9	Y
Southeast	13	762	718	Y	Y	1950	1550	Y	Y	5017	1894	Y	Y	66.3	Y	75.1	Y
Shawnee Trace	14	869	783	Y	Y	2388	1692	Y	Y	7149	2068	Y	Y	62.9	Y	75.8	Y
South Central	15	691	644	Y	Y	1749	1390	Y	Y	4494	1699	Y	Y	51.9	Y	60.4	Y
Southwest	16	504	633	N	N	1566	1368	Y	Y	5655	1671	Y	Y	54.7	Y	71.4	Y
Southern Seven	17	664	877	N	N	2142	1895	Y	Y	4785	2316	Y	Y	61.8	Y	77.3	Y
Statewide Undup.		11697	12500	N	N	31673	27000	Y	Y	86409	33000	Y	Y	57.4	Y	68.8	Y

CITIZENS SERVED			
	Actual	Target	Met
Statewide	439903	330000	Y

Awards for PY'01 Wagner-Peyser Performance

WSA	Met All?	Meeting Share	# Exceeded	Exceeding Share	Total Award
Northwest	N	-0-	NA	-0-	-0-
CWI	N	-0-	NA	-0-	-0-
Northern	N	-0-	NA	-0-	-0-
Northeast	Y	\$1,250	3	\$1,364	\$2,614
Tecumseh Area	Y	\$1,250	3	\$1,364	\$2,614
North Central	Y	\$1,250	2	\$908	\$2,158
Madison/Grant	N	-0-	NA	-0-	-0-
East Central	N	-0-	NA	-0-	-0-
Western	Y	\$1,250	3	\$1,364	\$2,614
Circle Seven	Y	\$1,250	2	\$908	\$2,158
Marion County	N	-0-	NA	-0-	-0-
Southeast	Y	\$1,250	3	\$1,364	\$2,614
Shawnee Trace	Y	\$1,250	3	\$1,364	\$2,614
South Central	Y	\$1,250	3	\$1,364	\$2,614
Southwest	N	-0-	NA	-0-	-0-
Southern Seven	N	-0-	NA	-0-	-0-
Totals	8	\$10,000	22	\$10,000	\$20,000